

DELAWARE TRANSIT CORPORATION

POSTING NO. 086-2015

POSITION VACANCY POSTING

DATE OF POSTING May 21, 2015

CLOSING DATE June 19, 2015

METHOD OF APPLICATION: Cover Letter/Resume/Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN APPLICATION OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **June 19, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 145 JOB CODE #: 061

POSITION TITLE Vehicle Maintenance Director

PAY GRADE 20 PAY RATE _____ PAY RANGE \$66,175. - \$82,719.
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Statewide DEPARTMENT Operations
SECTION Support Services

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday – Friday

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SUMMARY OF POSITION:

The Vehicle Maintenance Director is responsible for the daily oversight and management of all Delaware Transit Corporation vehicular maintenance programs for multiple locations throughout Delaware. The position is directly responsible for all aspects of maintenance, servicing and repair for the statewide revenue and support vehicle fleet as well as managing its workforce within the confines of the established collective bargaining agreements (CBA). The Vehicle Maintenance Director is responsible for directing the activities related to all inventory and warehouse system activities including reporting; establishing and implementing an inventory control system; establishing and maintaining a warehousing operation; determining inventory levels for key components; coordinating with procurement; and working closely with other Maintenance Department personnel to establish priorities. The incumbent is also responsible for assisting in the development of vehicle and equipment specifications; vehicle assignments; direction and oversight of the development of service contracts associated with maintenance functions; development, administration and compliance for vehicle preventative maintenance schedules; coordination of vehicle parts, support equipment and tool requirements; establishment of guidelines for database management associated with the Equipment Maintenance Management System; review of all proposed service, facilities and equipment changes to ensure maintenance functionality; coordination with Facilities to determine user responsibilities of maintenance facilities; direct implementation of the Corporate Industrial Safety Policy; assist in the development and preparation of annual operating/capital budgets; and administer the approved budget.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in directing the maintenance, servicing, and repair of statewide revenue and support vehicle fleet.
(Applicant must detail all experience in directing the maintenance, servicing, and repair of statewide revenue and support vehicle fleet).
2. Experience in directing the daily activities of inventory and warehousing functions.
(Applicant must detail all experience in directing the daily activities of inventory and warehousing functions).
3. Experience in developing, administering, and maintaining compliance with vehicle preventative maintenance schedules.
(Applicant must detail all experience in developing, administering, and maintaining compliance with vehicle preventative maintenance schedules).
4. Experience in assisting in the development of annual operating and capital budgets.
(Applicant must detail all experience in assisting in the development of annual operating and capital budgets).
5. Experience managing a large fleet to include the preparation of vehicle and equipment specifications, and the development of related service contracts.
(Applicant must detail all experience in managing a large fleet to include the preparation of vehicle and equipment specifications, and the development of related service contracts).

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____ X _____

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EQUAL OPPORTUNITY EMPLOYER

" Submission must specifically address the skills referenced in each Preferred Qualification."